



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

NOTICE OF STEP INCREMENT

November 26, 2014

Ms. Hazel I. Bellezas
DE, VSU
Baybay City

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Assistant Professor I SG - 15** is hereby adjusted effective **December 1, 2014** as shown below.

Basic Monthly Salary

As of November 30, 2014 Php 24,887.00 (298,644.00) S1

Salary Adjustment

a) Merit () step/s

b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective December 1, 2014 Php 25,161.00 (301,932.00) S2

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,

JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll